

STARS Assessor Job Posting

The Early Childhood Service Bureau (ECSB) is seeking individuals to assess Montana child care programs enrolled in Best Beginnings STARS to Quality field test. Once hired candidates will be required to become reliable in the Environment Rating Scales (ECERS-R, ITERS-R, and FCCERS-R) and the Program Administration Scale and Business Administration Scale. Qualified applicants must be a Level 6 or above on the Career Path and have a minimum of 2 years experience working in a licensed or registered child care or Head Start/Early Head Start.

STARS Assessor Position Description

The Early Childhood Services Bureau, (ECSB) is seeking qualified individuals to assess Montana child care facilities enrolled in Best Beginnings STARS to Quality using the Environment Rating Scales (ECERS-R, ITERS-R, FCCERS-R) ers.fpg.unc.edu/, Early Childhood Program Administration Scale, and the Early Childhood Business Administration Scales cecl.nl.edu/.

Applicants will be required to travel to Helena at their own expense if selected for an interview. Extensive in-state travel is required for those accepted as Best Beginnings STARS to Quality Assessors. Assessors are required to accept assignments year round and through-out the state. The Early Childhood Services Bureau reserves the right to deny specific assessment assignments if there is a perceived conflict of interest and extensive oversight should be expected during the field test.

Assessors are required to complete training on the Environment Rating Scales for Montana. Assessors must also successfully complete four consecutive practice/training assessments in each scale in order to achieve reliability. Assessors must also travel out of state to attend training from the McCormick Center for Early Childhood Leadership and achieve certification through the authors of the tool in both the Program Administration Scale and the Business Administration Scale. Assessors are responsible for, and required to maintain, their certification and reliability in all of the scales used by Montana

Best Beginnings STARS to Quality Assessors are not paid *employees* of the State of Montana and must become contracted employees through the University of Montana-Western. Assessors will be paid per assessments completed plus mileage. Per diem for meals and lodging will be reimbursed at the current state rate. Assessors will receive \$375.00 per onsite assessment to include a finalized report through the Branagh Information Group. These rates will apply for the required practice/training for each of the assessment scales and for assessment work with ECSB.

Qualified applicants must have very few connections to the child care community in order to make the assessments as objective as possible. Applicants cannot be involved in the current Best Beginnings STARS to Quality field test. Employees of Child Care Resource and Referral Agencies are not eligible. Applicants must be willing to work on an on-call basis and have open availability. Qualifications also include; achievement of a Level 6 or above on the Career Path, a minimum of 2 years' experience working in a licensed or registered child care or Head Start/Early Head Start, and shall possess the aptitudes, language skills, and proficiency essential for the work performed in contracted assessment

activities. Once hired, candidates will be required to under-go a full background check as well as updated immunizations including TB and Tetanus vaccine or provide proof of immunizations.

This position varies in work load and payment is based on completed assessments. Assessors are paid by the University of Montana-Western through invoicing by way of their signed contract with U of M-Western School of Outreach. Taxes and workers compensation are calculated by U of M-Western. Contracts are renewed on an annual basis. Assessors must follow the procedures for invoicing, travel requests, and lodging arrangements etc. set in place by the U of M- Western. Assessors are responsible for ensuring that they have a reliable vehicle for year-round state travel.

STARS Assessor Application for printing is on the following page.



STARS Assessor Application

Name: _____
(Last First MI)

SS#: _____ Date of Birth: _____

Address: _____ City: _____ Zip: _____

Work/Cell Phone: _____ Home Phone: _____

Child Care Resource and Referral District: _____

Are you a current member of the Montana Early Care & Education Practitioner Registry?

_____ yes _____ no If yes, what level? _____

If no, I certify that I am eligible to become a Level 6 or higher. _____

I agree to participate in mandatory assessment training? _____ yes _____ no

I agree to submit to a full background check, if hired? _____ yes _____ no

I am willing to travel out of state for training, whenever trainings are available? _____ yes _____ no

I am willing to become an employee of U of M-Western? _____ yes _____ no

I have a reliable vehicle for in-state travel year round? _____ yes _____ no

Please attach your current resume and provide 3 professional references and return to:

Leann Worden
Best Beginning Program Specialist
Early Childhood Services Bureau
2677 Palmer, Suite 222
Missoula, MT 59808

Applications are due by December 28th, 2012 no later than 5:00 p.m. Late or incomplete applications will not be accepted.